



DEPARTMENT OF  
**ECOLOGY**  
State of Washington

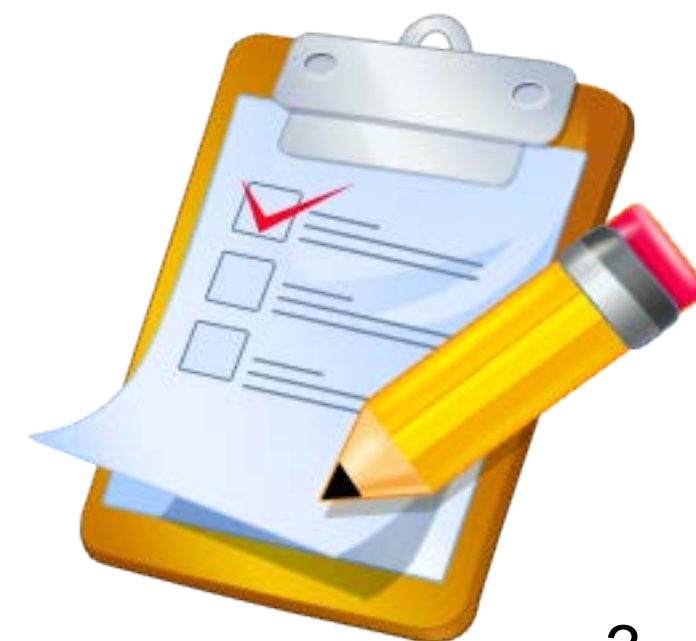
# **RECIPIENT GRANT AND LOAN TRAINING**

## **August 2013**

### **WATER QUALITY PROGRAM**

# Agenda

- Part 1: Grant Agreement Review
  - ▣ Introduction
  - ▣ New items or changes
  - ▣ Agreement break-down
  - ▣ Overview of each section
  - ▣ Additional processes for project management



# Agenda

- Part 2: Eligible Expenses and Payment Requests
  - ▣ Eligibility
  - ▣ Match
    - Eligibility
    - Categorization
  - ▣ Payment Requests
    - Form review
    - Examples

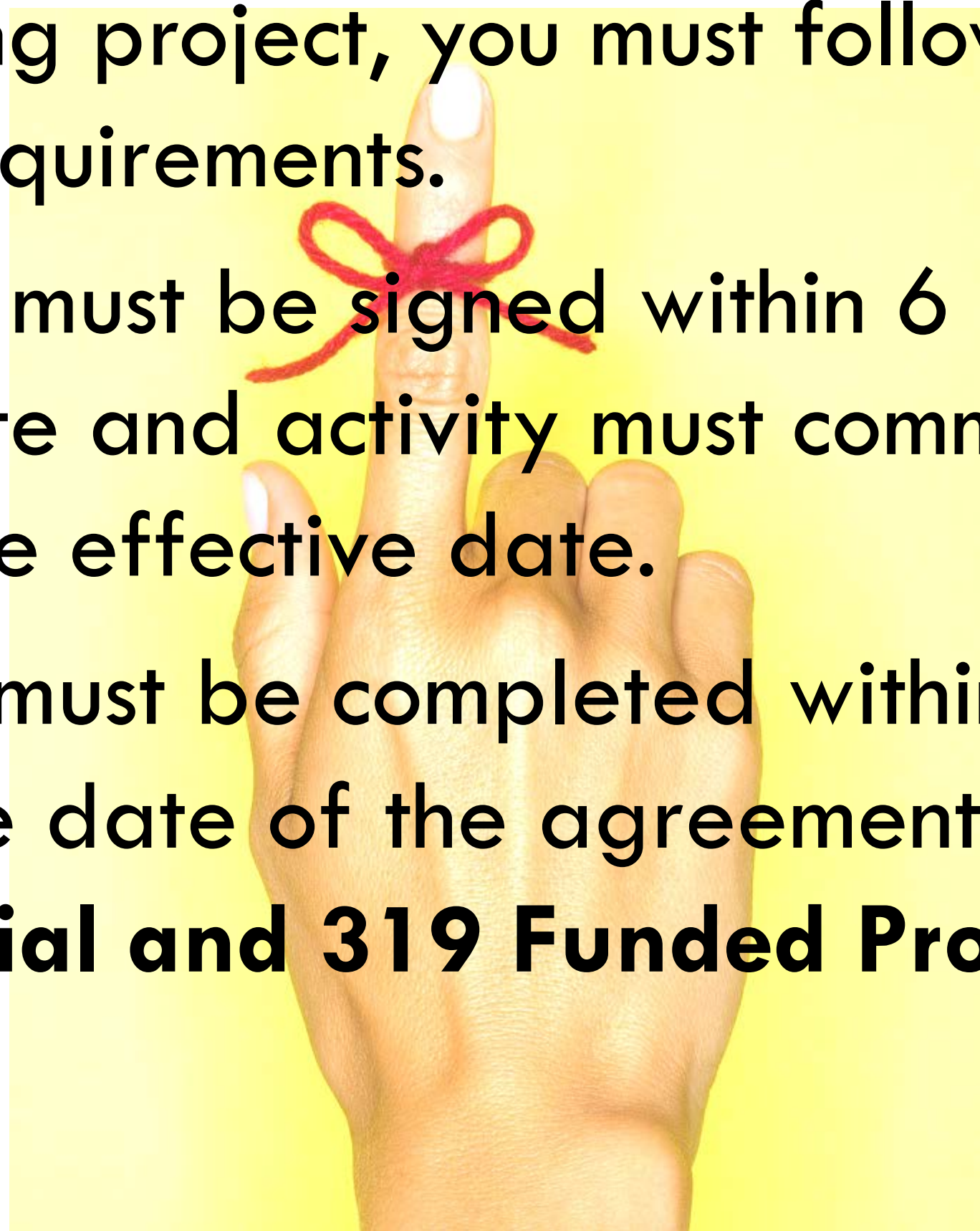


# Introduction

- Manage your water quality grant project successfully!
- A good place to start:
  - ▣ Funding year guidelines  
<http://www.ecy.wa.gov/programs/wq/funding/Cycles/FCmain.html>
  - ▣ Yellow Book <http://www.ecy.wa.gov/biblio/9118.html>
  - ▣ Grant agreement

# Reminders

- ❑ If your Centennial project has been tagged as a 319 matching project, you must follow the 319 reporting requirements.
- ❑ Agreements must be signed within 6 months of the offer list date and activity must commence within 4 months of the effective date.
- ❑ The project must be completed within 3 years of the effective date of the agreement. **Applies to all Centennial and 319 Funded Projects**



# New for **all** FY 2014 Projects



- Minor boilerplate changes
- Data Universal Numbering System Number (DUNS)
- New state procurement process
- Progress reports required with all payment request submittals
- Backup documentation required for all payments
- EAGL

# New for all FY 2014 Projects



- Revised funding caps for livestock feeing BMPs
  - ▣ 75% cost share up to \$12,500 for waste storage facility and \$7,500 for heavy use area protections per landowner.
- 18 month project status evaluation
- Phased agreements (if deemed necessary by Ecology project management team)
  - ▣ Included in funding Offer List footnotes and letters

# Coming for FY 2015 Projects



## EAGL: Ecology Administration of Grants and Loans

- Online system scheduled to be available for the Water Quality application cycle this October.
- Standardizes templates, online payments, agency-wide forms, progress reports, final reports, etc.
- Want updates? Join our Listserv  
<http://listserv.wa.gov/cgi-bin/wa?A0=ECY-WQ-GRANTS-LOANS> or visit the new grant and loan website  
<http://www.ecy.wa.gov/fap.html>



# Coming for FY 2015 Projects



- EPA funding condition to comply with National Marine Fisheries Service (NMFS) riparian buffer guidance.
- Response to tribal concerns that treaty rights are at risk for harvesting salmon and steelhead by ongoing habitat loss.
  - Will apply to Section 319, Matching Centennial, and nonpoint activity SRF loan projects awarded in July 2014
  - Ecology is working with EPA and NMFS to develop clear funding guidance and ensure that future projects satisfy these conditions. Ecology will announce this guidance when it is complete.

# Grant Agreement



# Grant Agreement Content

- Part I. General Information
- Part II. Project Summary
- Part III. Project Budget
- Part IV. Project Goals and Outcomes
- Part V. Scope of Work
- Part V(a). Special Terms and Conditions
- Part VI. All Writings Contained Herein
- Attachment I: General Project Management Requirements
- Attachment II: Project Management Requirements for Federal Clean Water Section 319 and Centennial Clean Water Program Matching Projects
- Attachment III: General Terms and Conditions Pertaining to Grant and Loan Agreements of The Department of Ecology

# Part I. and Part II.

- Part I. General information
  - ▣ Recipient and Ecology contact information
  - ▣ Funding source
  - ▣ DUNS Number
  - ▣ Agreement effective date
  - ▣ Agreement expiration date
- Part II. Project summary
  - ▣ A brief description of what the project will accomplish



# Part III. Project Budget

- Summary of project costs by task or element
  - ▣ Administration task cannot exceed 15% of the total eligible cost in any project.
  - ▣ Total Project Cost vs. Total Eligible Cost
- \*\*No object budget tracking.
- Contains information on match requirements



# Part IV. Project Goals and Outcomes

State what the project will accomplish and environmental benefits that result from the project

- Water Quality and Environmental Outcomes

- ▣ What WQ parameters/issues are being addressed?

- ▣ What are the improvements that will occur?

- Performance Items and Deliverables

- ▣ Other activities and products produced during the project.

- What are your action items?

- What types of BMPs will be implemented

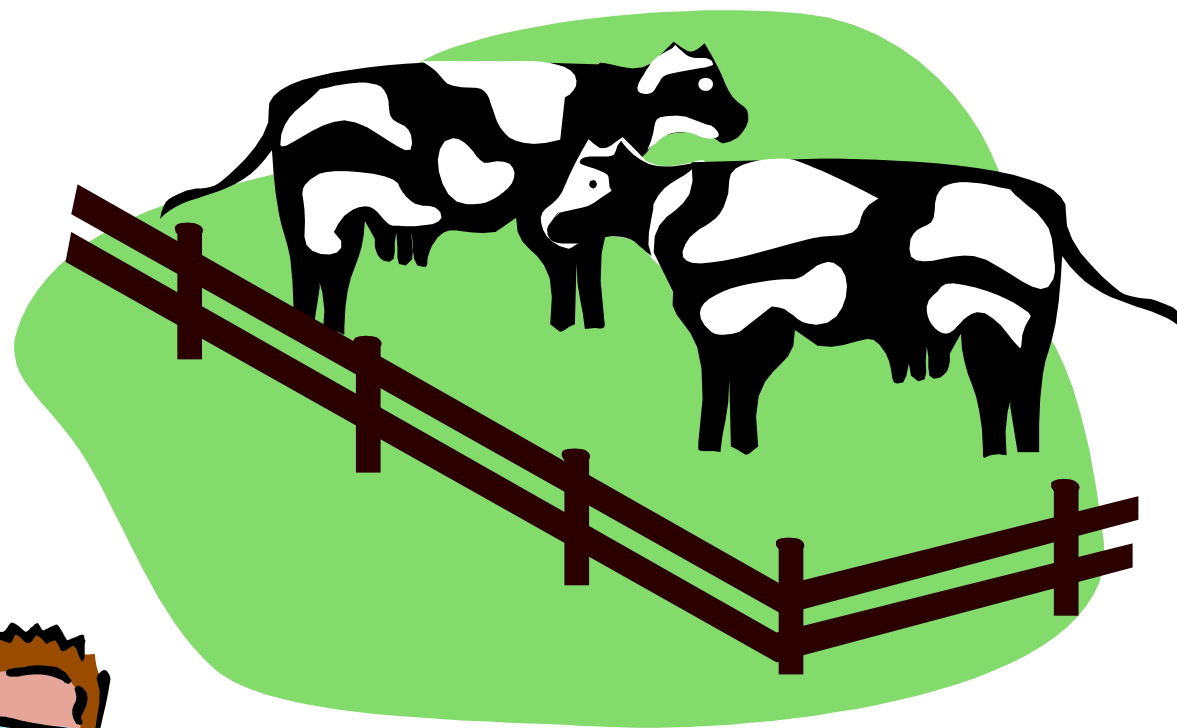
# Part V. Scope of Work

- Specific details of work
  - ▣ Should closely follow application.
    - Any changes should be discussed during negotiation.
  - ▣ Be descriptive and paint a picture of the work to be accomplished
- Include measurable performance items
- Include Timelines



# Part V. Scope of Work

- Required Performance (and Deliverables)
  - ▣ Deliverables should be as specific as possible
  - ▣ Include quantifiable outcomes and metrics
  - ▣ Work should be cost-effective, yet still be attainable





# Part V(a). and Part VI.

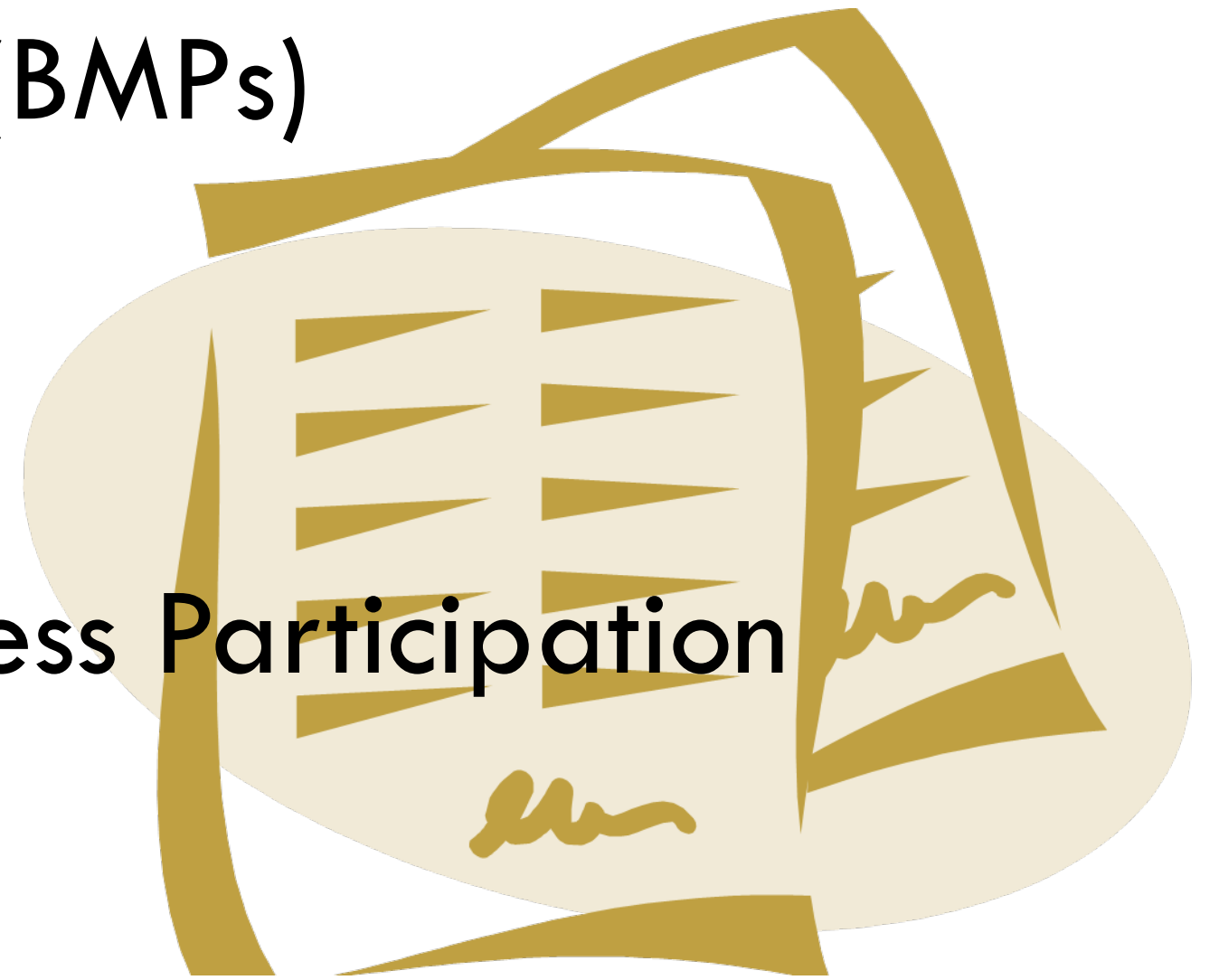
- Part V(a). Special Terms and Conditions
  - ▣ Project status evaluation 18 months after project start.
  - ▣ Phased agreement language may be included for projects where little to no land owner commitments were identified in the application, or where past performance issues exist. Case basis.
  - ▣ Any additional terms that are unique to the project

# Part V(a). and Part VI.

- Part VI. All Writings Contained Herein
  - ▣ Contractual language for certifying the agreement
  - ▣ Order of precedence for guidance and eligibility
  - ▣ Signature lines for Ecology and recipient
    - Must be signed by authorized signatory

# Attachment I: General Project Management Requirements

- ☐ Best Management Practices (BMPs)
- ☐ Equipment Purchase
- ☐ Light Refreshments
- ☐ Minority and Women's Business Participation
- ☐ Procurement
- ☐ Progress Reporting
- ☐ Training
- ☐ Water Quality Monitoring
- ★ More terms in the agreement, be sure to read through all conditions carefully.



# Attachment I: General Project Management Requirements

## □ BMPs

- ▣ Refers to guidance requirements for riparian buffers, riparian plantings, streambank protection, and livestock practices found in funding year's guidelines.

## □ Equipment Purchase

- ▣ Negotiate what equipment can be purchased and set spending limit.
- ▣ Should be based on application and specific to the project.
- ▣ All equipment purchases not outlined in the original agreement are ineligible unless approved by Ecology Project Manager prior to purchase.

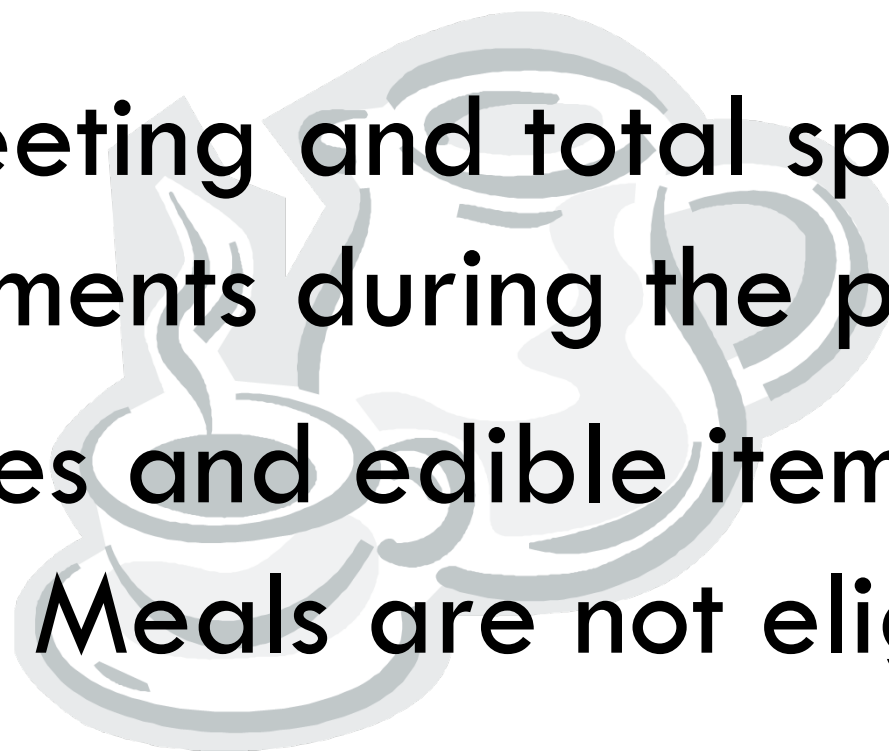
# Attachment I: General Project Management Requirements

## □ Funding Recognition

- Recipient must provide appropriate recognition of funding source on documents and other products produced during the project. Appropriate signage must appear at project sites accessible to the public.
- Ecology logos are available upon request.

## □ Light Refreshments

- Limit on amount per meeting and total spent during the project on light refreshments during the project.
- Non-alcoholic beverages and edible items that may be served between meals. Meals are not eligible.



# Attachment I: General Project Management Requirements

- Minority and Women's Business Participation
  - ▣ Include qualified minority and women's businesses on solicitation lists.
  - ▣ Contract awards or rejections cannot be made based on MBE or WBE participation
  - ▣ Track payments to all contractors on Form D
- Procurement
  - ▣ Must follow state procurement laws when purchasing goods and services
  - ▣ Updated procurement info:  
[http://www.des.wa.gov/SiteCollectionDocuments/About/Procurement\\_reform/Policies/DirectBuyProcurementPurchases\\_3-7-13.pdf](http://www.des.wa.gov/SiteCollectionDocuments/About/Procurement_reform/Policies/DirectBuyProcurementPurchases_3-7-13.pdf)





# Attachment I: General Project Management Requirements



## Progress Reporting

- The Progress report is:
  - ▣ An important tool - ensures that the progress is consistent with spending.
  - ▣ Required with every payment, but at least quarterly.
    - Due: Jan 15, Apr 15, Jul 15, Oct 15
  - ▣ Submitted using a standard form.
- Payment requests will be held until the progress report has been submitted.

# Attachment I: General Project Management Requirements

- A progress report must contain:
  - ▣ Actual accomplishments compared to the objectives established for the period;
  - ▣ Any delays and reasons for the delay;
  - ▣ Any cost overruns and reasons for the cost overruns;
  - ▣ Quantifiable/measurable deliverables (e.g., # of plants, length of fencing, etc.); and
  - ▣ Any additional information that may be of interest.
- ★ Content should be linked to the payment request for the same timeframe.



# Attachment I: General Project Management Requirements

- You will find information regarding progress reporting in the Yellow Book and your funding guidelines.
- A copy of the progress report form template can be found on our website:  
<http://www.ecy.wa.gov/programs/wq/funding/GrantLoanMgmtDocs/GrantLoanMgmtTools.html>

# Attachment I: General Project Management Requirements

## □ Training

- Negotiate what type of training is eligible and how much money can be spent on trainings.
- Do not need to include Ecology trainings (i.e. load reduction training) when negotiating this condition.
- Must be for technical trainings that will specifically help the recipient complete work directly associated with the project scope of work.
- All trainings not specifically mentioned in the grant agreement must be pre-approved by Ecology in order to be considered eligible for reimbursement.

# Attachment I: General Project Management Requirements

- Water Quality Monitoring requirements:
  - ▣ QAPP
  - ▣ EIM



# Attachment I: General Project Management Requirements

- Quality Assurance Project Plan (QAPP)
  - ▣ Approved by Ecology prior to monitoring.
  - ▣ Follow Ecology's template
  - ▣ Ensures quality data
  - ▣ Template and guidance available
    - Ecology Quality Assurance Project Plan (QAPP) Guidance  
<http://www.ecy.wa.gov/biblio/0403030.html>
    - Ecology's QAPP contact:  
Bill Kammin  
(360) 407-6964  
[william.kammin@ecy.wa.gov](mailto:william.kammin@ecy.wa.gov)
- Enter data into Ecology Information Management system

--Search - EIM Database Search-- - Windows Internet Explorer

https://fortress.wa.gov/ecy/eimreporting/search.asp State of Washington [US] Bing

Automated Leave eForms ... Web Slice Gallery

--Search - EIM Database Search--

Department of Ecology **EIM Database Search** Environmental Information Management System

Home Search Database Submit Data MyEIM Downloads Help About Contact EIM

Ecology > EIM > Search Database EIM data last updated on Wednesday, May 23, 2012

### Search by Study


Example: Get data from the Spokane River PCB Study.

- Search by study name
- Search by study list
- Search by study purpose
- Search by user study ID

### Search by Location

Example: Get data on arsenic in Pierce County.

- Search by location name
- Search by map
- Search by user location ID



### Search by Results


Example: Find data on mercury.

- Search by parameter name
- Search by parameter list
- Search by parameter group
- Search by CAS number

### Search by Groundwater data

Example: Check Well ID 11345 for Chlorophenol.

- Search by wells
- Search by location
- Search by field activity
- Search by parameter
- Search by study



<http://www.ecy.wa.gov/eim/>

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# Federal Requirements FY 2014 Projects (319 & 319 matching Centennial)

- Attachment II:
- Certification Regarding Suspension & Debarment:  
(Executive Order 12549).
- Recipients must run a search in [www.sam.gov](http://www.sam.gov) and print a copy for agreement file.
- Must keep proof in agreement file that all subrecipients and contractors have not been suspended or debarred.
  - ▣ Form D helps track whether a copy was sent to Ecology.



# Federal Requirements FY 2014 Projects (319 & 319 matching Centennial)

- Attachment II:
- Federal Funding Accountability And Transparency Act (FFATA) Reporting Requirements: Purpose is to make information available online so the public can see how recipients spend federal funds.
  - Ecology FFATA Form available on web.
  - Due with first payment request or payment will be withheld.
    - SRF loans require it before Ecology routes the draft agreement.

# Attachment II: Management Requirements for Federally Funded Projects (319 Projects and Matching Centennial)

## Reporting Requirements

- One time: Initial Reporting Sheet
  - ▣ Due within the first quarter
- Annual: Load Reduction Reporting Sheet
  - ▣ Due January 15 every year and
  - ▣ Project close-out
- EPA Funding recognition
- Time extension-12 months allowed but not to exceed funding expiration.



# Attachment II: Agreements - General Terms and Conditions

- Pertain to all Department of Ecology grant and loan agreements
  - ▣ Contracting for Services
  - ▣ Property Rights
  - ▣ Conflict of Interest
  - ▣ Compensation
  - ▣ Audits and Inspections
  - ▣ Project approval
  - ▣ Performance reporting



\*More are included in the agreement, be sure to read thoroughly

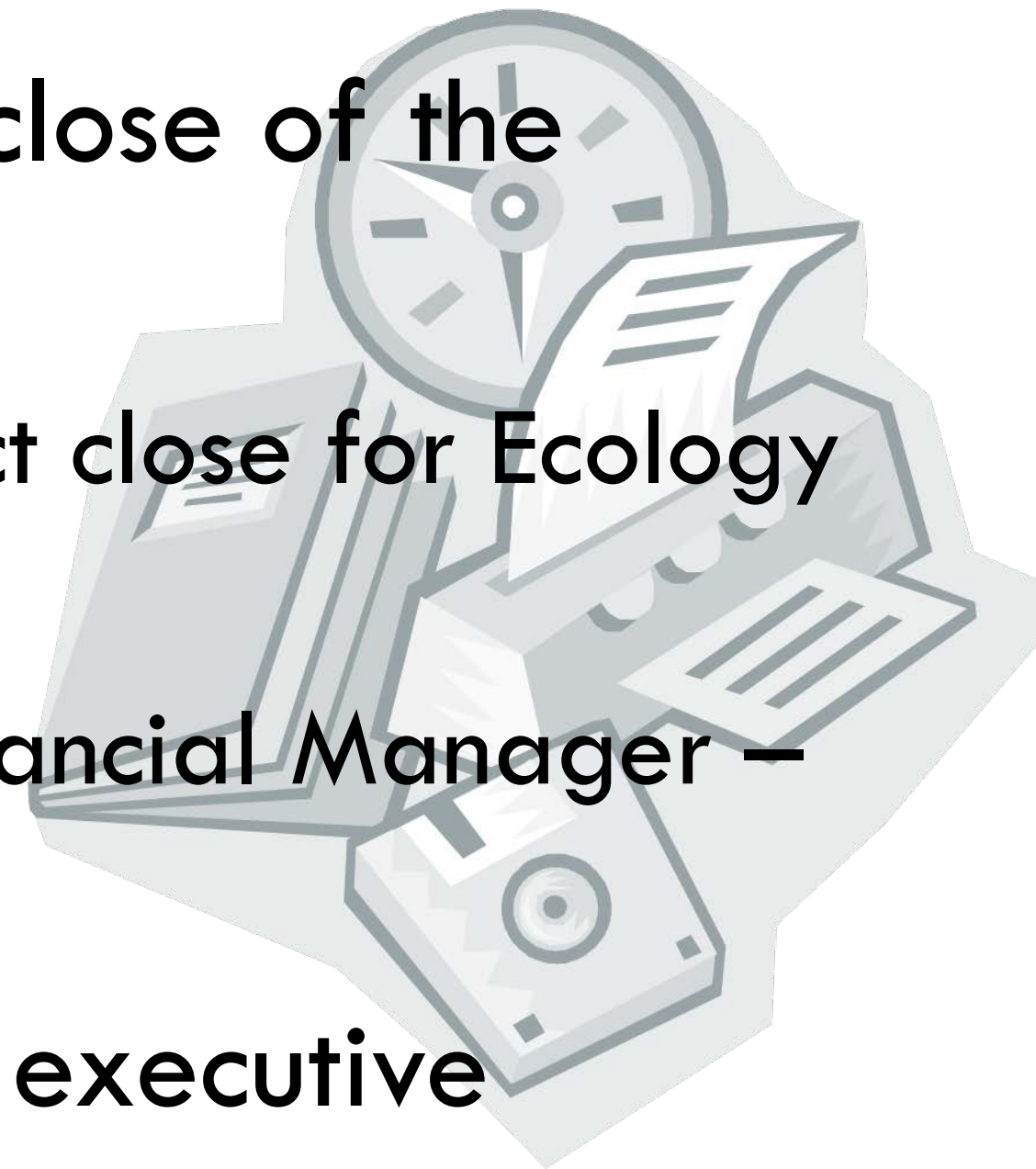
# Additional Processes for Project Management

# Amendments

- Formal Processes (require Ecology and Recipient signatories signatures):
  - ▣ Extensions: submit request **3 months prior to expiration**
    - Requires project manager and financial manager approval
    - Submit formal letter which outlines the length of extension requested, reason extension is necessary and a revised timeline which supports the completion of elements
  - ▣ Scope of work and budget modifications that affect deliverables.
- Informal Processes: used for shifting money between tasks or objects (will not be available after EAGL which will allow 10% deviation)

# Final Report

- Final Project Report submitted at close of the agreement.
- ▣ Submit draft 3 months before project close for Ecology review.
- ▣ Template provided by Project or Financial Manager – also available on the web.
- Final Report template includes an executive summary that includes photos.
- Be sure to include all project outcomes including quantitative metrics.



# Project Close-out

- Ecology will withhold the last 10% of grant or the final until all deliverables have been submitted and approved.
- Must submit final voucher and final deliverables within 45 days after the expiration date of the contract.
- 319 projects could forfeit final payment if not submitted by this time.



# Questions?



ELIGIBLE EXPENSES

# Topics

- ☐ Determining Expense Eligibility
- ☐ Match
- ☐ Payment Requests



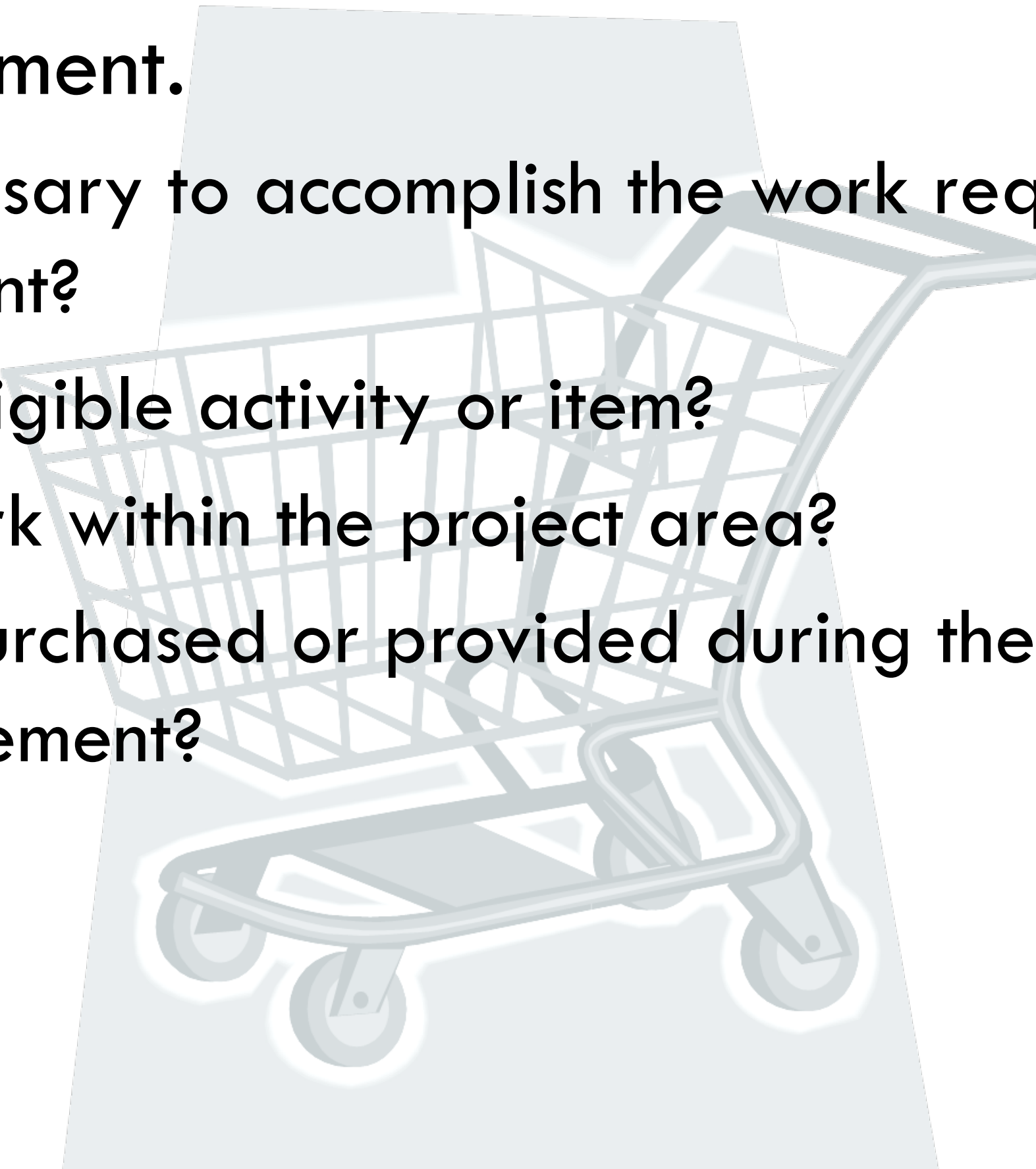


# Eligible Project Costs

# Eligibility Determination

- Does this item satisfy scope of work?
- Is the item listed as eligible in Ecology guidance - order of precedence for project guidance:
  1. Scope of work (highest precedence)
  2. Special terms & conditions
  3. Attachments I and II
  4. Attachment III
  5. Funding guidelines
  6. Federal & state statutes, & regulations
  7. References, “Yellow Book” Part III
- Call financial manager

# Before Purchasing or Contracting Work

- Be certain goods and services are eligible for reimbursement.
  - ▣ Is it necessary to accomplish the work required by the agreement?
  - ▣ Is it an eligible activity or item?
  - ▣ Is the work within the project area?
  - ▣ Was it purchased or provided during the time frame of the agreement?
- 

# Types of Costs

- Direct Costs: project specific item
  - ▣ Ex) water quality sample analysis, staff time spent on the project, project materials
- Indirect Costs (overhead): expenses for a common or joint purpose
  - ▣ Calculated based on percentage of salaries & benefits (up to 25%)
  - ▣ May itemize with justification
  - ▣ Can also be used as match



Element	Payee	Item	Invoice	Date Cost	Warrant Number	Amount of Cash
No.			Number	Incurred	(if any)	Expenditure
1	Wendy Waters	Administrative		4/30/2008	512	\$200.00
1	Sue Collins	Administrative		4/30/2008	517	\$350.00
1	Watershed CD	Indirect Rate: 25% x (S+B)		4/30/2008	N/A	\$137.50
Total						\$687.50
No.			Number	Incurred	(if any)	Expenditure
1	Wendy Waters	Administrative		4/30/2008	512	\$200.00
1	Sue Collins	Administrative		4/30/2008	517	\$350.00
1	Watershed CD	color copies for mailer	1234	04/01/08		\$22.00
1	ATT	Project cell phone	4567	4/1/2008		\$25.00
Total						\$597.00

Calculated indirect

Itemized indirect

# Eligible Expenses and Activities

## □ Training

- ▣ Prior approval from Ecology and allowed in agreement

## □ Equipment

- ▣ Prior approval if not specified in agreement
- ▣ Use fee or rental of equipment allowable if it is a cost effective alternative to purchasing.
  - Use fee/rental costs cannot exceed value of item if purchased new.

# Eligible Expenses and Activities

- Vehicle: mileage for use (\$.565/mi as of 1/1/13)
  - ▣ Vehicle rental eligible for reimbursement.
- Education and Outreach (relating to water quality)
- Water Quality Monitoring
- Best Management Practice (BMP) Implementation

★ See 2014 Guidelines Appendices C and D for a comprehensive list of eligible activities.





# Eligible Expenses and Activities

- Additional requirements for BMP implementation
  - ▣ Projects installing livestock feeding BMPs must get prior approval before they are installed. (Appendix L)
  - ▣ Direct seed programs require additional reporting. (Appendix J)
  - ▣ Work with Project and Financial Managers to track costs against project budget.
  - ▣ Cultural resources review: required if disturbing soil.
  - ▣ **Not sure if its eligible? Ask before you do it – better safe than sorry!**



# Eligible Expenses and Activities

- Location for eligible BMP Implementation
  - ▣ Where are riparian projects eligible?
    - Private property with land owner agreement in place.
    - Local government property.
    - Institutions of higher education, beyond permit requirements.
    - State & federal land for monitoring only, NO BMP implementation (unless project has been funded as a demonstration project).



# Cultural Resources Review

- Plan ahead – plan on at least 2 months to finish
- Complete Department of Archaeology and Historical Preservation's (DAHP) EZ-1 Form or a cultural resources survey if it is a known sensitive area
  - ▣ Submit to Ecology's Project Manager
- Ecology acts as contact and liaison to tribes and DAHP and defers to their requests and recommendations
- Must have an inadvertent discovery plan and share with site workers
- All work is grant eligible

# Cultural Resources Review

- Complete review consists of:
  - ▣ Ecology letters to DAHP and Tribes
  - ▣ 30 day response time for DAHP and Tribes
  - ▣ DAHP and Tribal responses (by the end of 30 days)
- These must be complete to move forward
- It may be possible to use another agency's review
  - ▣ Submit information to Ecology Project Manager for approval
  - ▣ Do not assume prior review is applicable
  - ▣ Determined case-by-case

# Ineligible Expenses and Activities

- ❑ Meals that do not qualify for per diem
- ❑ Gift cards/prepaid gas cards
- ❑ Irrigation water management (planning for IWM is eligible, implementation is not)
- ❑ Vehicle purchase
- ❑ Upland BMPs
- ❑ Educational materials that are not connected to activities that directly relate to water quality and the project
- ❑ Off-stream watering without exclusion fencing

# Ineligible Expenses and Activities

- ❑ BMP implementation w/o cultural resources review
- ❑ Livestock bridges/crossings wider than 6 feet (No culverts) – costs can be pro-rated
- ❑ Overtime
- ❑ Equipment not in negotiated grant agreement or not previously approved
- ❑ Monitoring without a QAPP

# Match





# Match

- Achieve a portion of the project scope of work using other resources.
- Required 25% match (of the TEC) on all Centennial and Section 319 funded nonpoint projects unless otherwise stated in your agreement.
- How do you intend to meet the match requirement?
  - ▣ In-Kind
  - ▣ Cash only
  - ▣ Any combination in-kind and cash



# Eligible Match

If item is eligible for cost reimbursement, then it is eligible as match. Match activities/expenses must:

- ☐ Follow our guidelines and Yellow Book.
- ☐ Occur during the time frame of the grant.
- ☐ Relate directly to the activities outlined by the grant agreement.
- ☐ Benefit the same area (watershed, stream, river, etc.) addressed by the project.



# Eligible Match

- Federal funding match eligibility
  - ▣ Federal awarded grants are match eligible as interlocal contributions
  - ▣ Farm Bill Funding is eligible
    - CREP, CRP, EQIP, etc.
  - ▣ Other non-EPA grants are also eligible

**Not sure? Ask your Financial Manager!**

# Ineligible Match

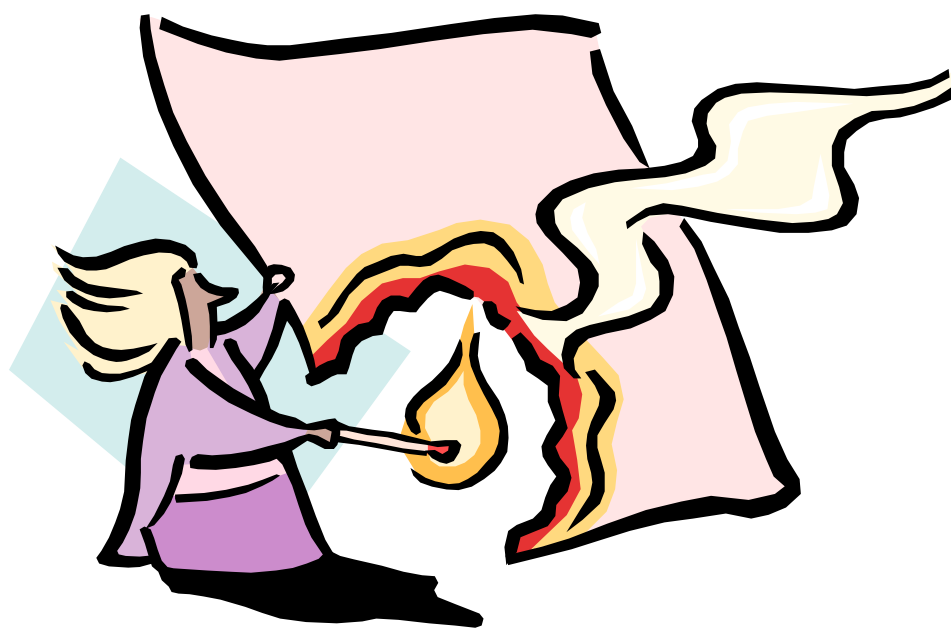
- Cannot use match from same grant source.
  - ▣ Centennial: match  $\neq$  natural resources account
  - ▣ Conservation Commission grants are not eligible.
    - Exception: regional engineers' salaries: In-kind other column
- Cannot use a source that has been used as match elsewhere.
  - ▣ Check with funding agency.
- Items that would not be eligible for Ecology reimbursement cannot count toward match.



# 3 Types of Match

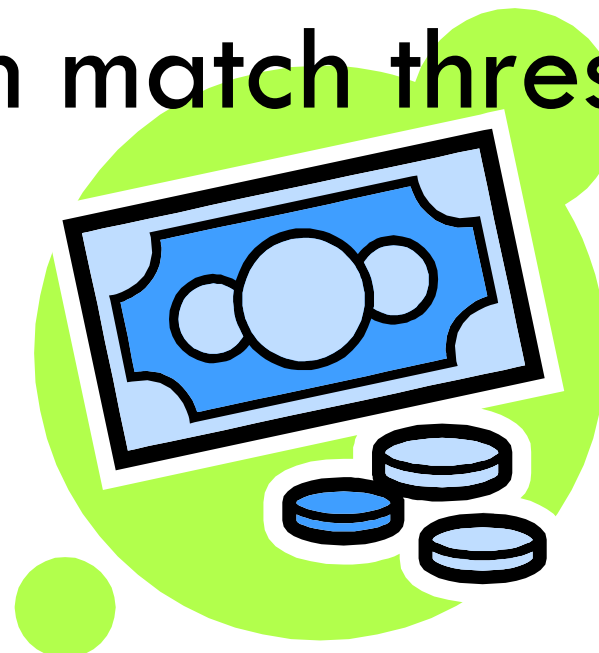
- ☐ Cash
- ☐ In-Kind: Interlocal
- ☐ In-Kind: Other

How do we determine which column on the voucher the match belongs?



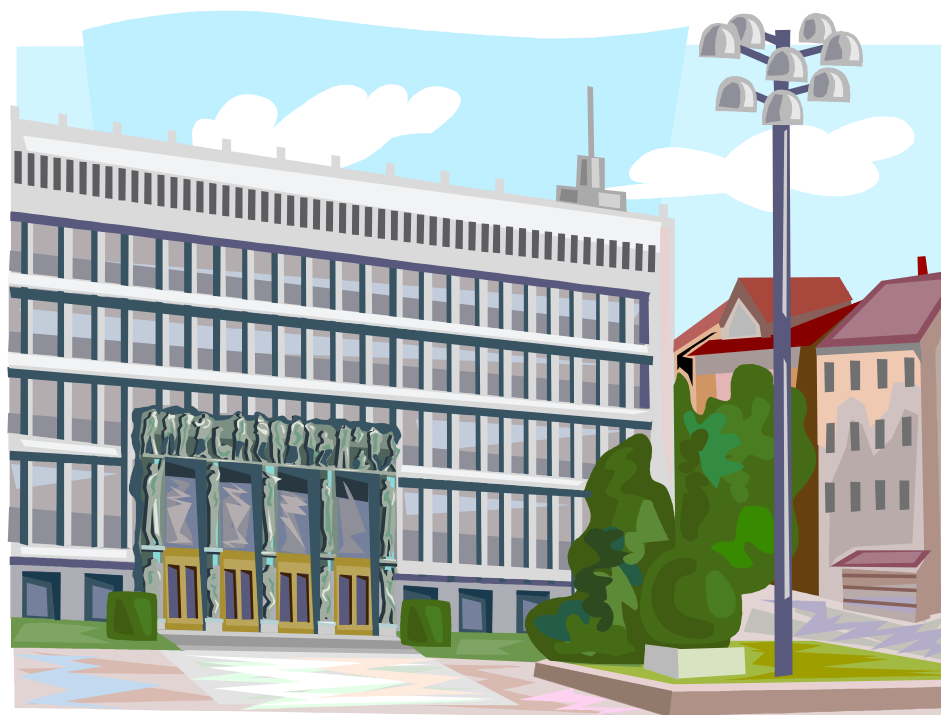
# Cash Match

- Cash:
  - ▣ Project cost paid by recipient and not reimbursed by the grant.
- Projects exceeding a TEC of \$250,000 are **cash match only**
  - ▣ However goods and services provided by another government entity through an interlocal agreement, may satisfy this cash match threshold



# In-Kind: Interlocal Match

- Interlocal:
  - ▣ Goods and services provided by a third-party governmental entity
  - ▣ A signed agreement required: following RCW 39.34 Interlocal Cooperation Act



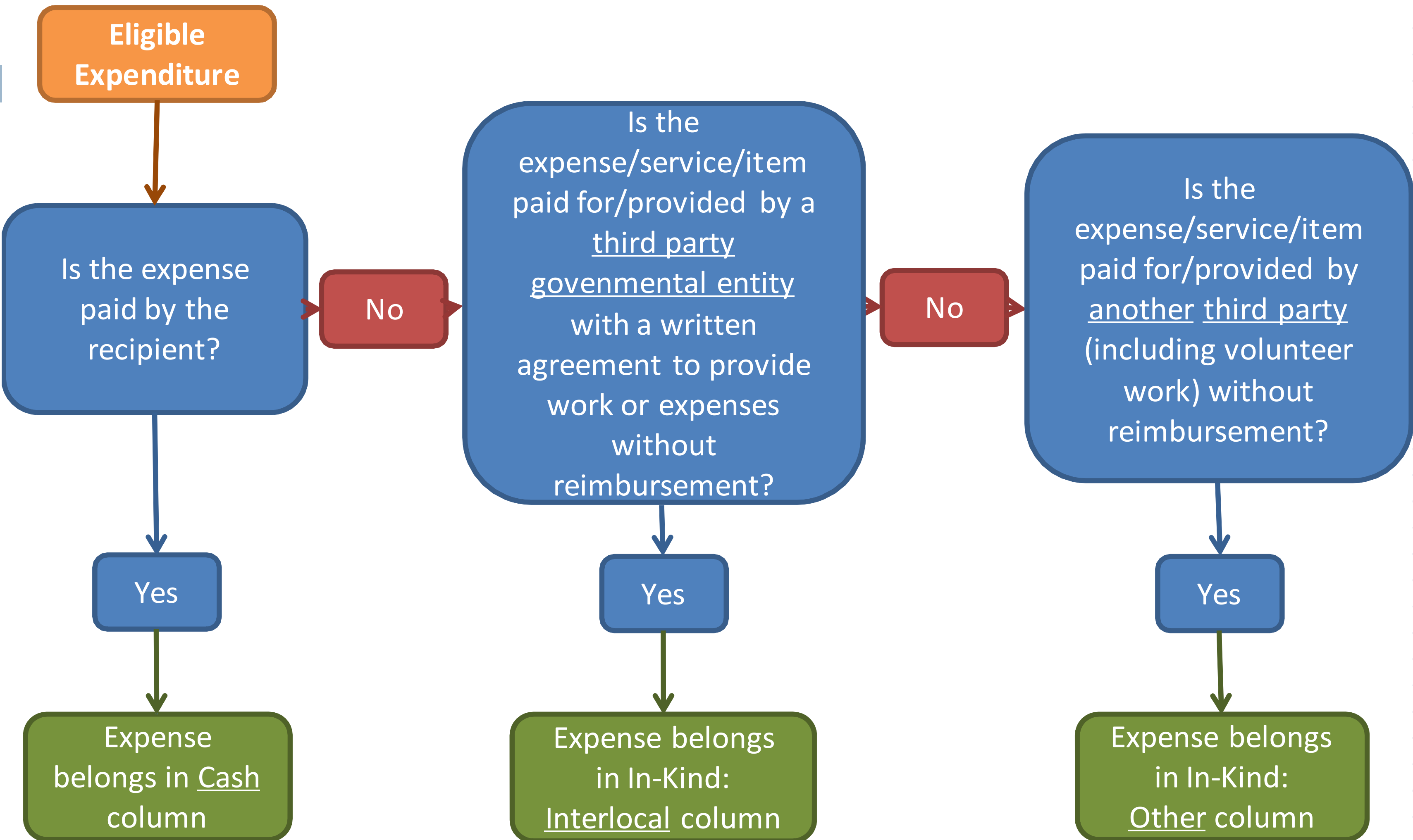


# In-Kind: Other Match

- Contributed to the project by a third party **without direct monetary compensation**
  - ▣ ex. volunteer events, landowner maintenance of installed BMPs, tools/material donated toward the project, donated employee services



# Where does the match belong?



# Another way to look at it...

Costs Incurred This Request for			
Ele- ment No.	Form C1		
	(3) IN-KIND		
	(2) CASH	A. Interlocal	B. Other
1			
2			
3			

Expenditures covered by a third-party governmental entity

All recipient out-of-pocket expenditures including recipient-provided match

All other third party contributions/donations

Should never include costs that are paid by the recipient

# Expenditure Example

C: Cash

I: In-Kind: Interlocal

O: In-Kind: Other

Try to designate the expense to the correct category.

- ☐ Plants purchased by recipient
- ☐ Volunteer hours for riparian planting
- ☐ Landowner equipment use
- ☐ Staff time from local government partner
- ☐ Recipient travel reimbursement
- ☐ Recipient monitoring
- ☐ Use of existing recipient equipment
- ☐ Salmon Recovery Fund Board grant work that aligns with project

# Help Us Help You: Tips

- Progress reporting: include activities that were paid by match, and state that it is match. We can line up expenses easier.
- Voucher match properly – on the C form make sure the payee/contributor is the CONTRIBUTOR so we can make sure you have the match in the correct column. Provide an adequate description of the item.
- Ask questions before submitting vouchers if you are unsure. Fewer corrections or questions when processing the voucher means a quicker payment.

# Questions?

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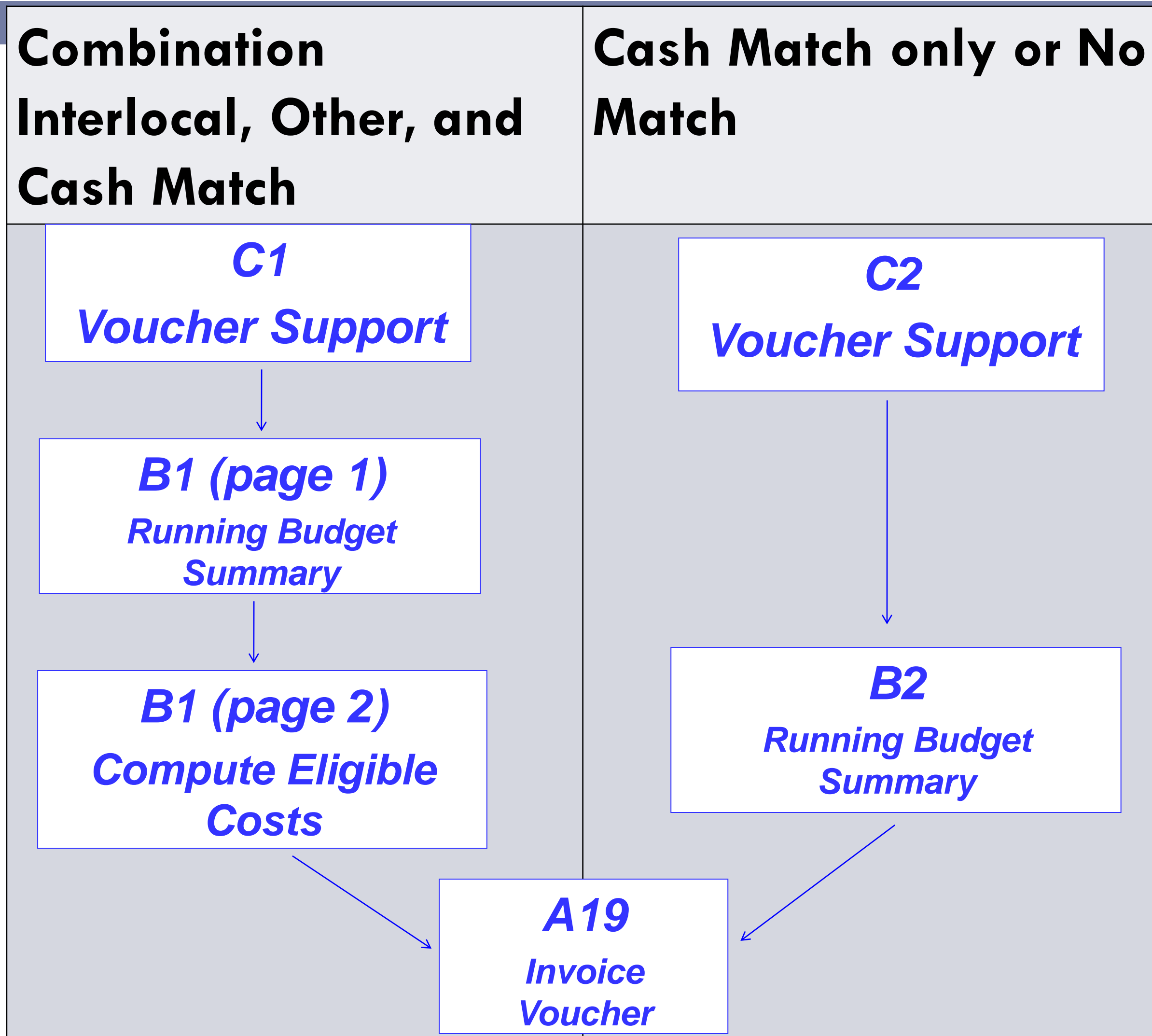


# Payment Requests

- Form overview
- How to fill out the voucher forms
- Examples:
  - 1 – Match Requirement Exceeded
  - 2 – Match Requirement Not Met
  - 3 – Catching up on Match Previously Not Met



# What voucher forms do you use?



# What Forms are Required?

- Signed, original A-19
- B and C forms
  - Any combination match: B1 page 1, page 2, and C1
  - Cash only Match: B2 and C2
- Form D: Contractor Participation report (regardless of contractor participation)
- These forms and others can be found:  
<http://www.ecy.wa.gov/programs/wq/funding/GrantLoanMgmtTools.html>

# Other Useful Forms

- Form E: Monthly Time Sheet
- Form F: Record of Meeting Attendance
- ~~□ Form G: Sales and Use Tax Report~~ (no longer required)
- Form H: Conversion to Composite Hourly Billing Rate for Employee
- Form I: Valuation of Donated Property

# Backup Documentation

- Recipient provides copies of invoices and receipts to verify costs.
  - ▣ Meeting Sign-in Sheets
  - ▣ Signed Timesheets
  - ▣ Receipts
  - ▣ Invoices
- Now required to submit for all payment requests.
- Must be organized by task (element) in the order it was placed on the C2 or C1.



# Backup Documentation

- Documents must be clear, legible, and support all expenses listed on the C forms.
- Time accounting documents must show each staff person, hourly rate, and number of hours worked per day by task (element).
- We need the most current pay rate on file (Use Form H-conversion to composite hourly rate).
- Date of cost incurred = the date that the work was performed or date of purchase.

# Backup Documentation

- Receipt/document for each item, should include this info:
  - ▣ Date purchased or provided
  - ▣ Description of item including how many purchased/hours worked/etc.
  - ▣ Place of purchase/name of service provider
  - ▣ Price of item
- Do not send credit card statements or copies of warrants/checks. They aren't sufficient to document what was purchased. Also remember, your file is public information.

# Core Forms



- Start with the C form and work backwards.
- Form C1 /C2 – Lists **current** expenses
- Form B1 /B2 – Shows **cumulative** expenses by task
- Form A1 9 – Shows only total project cost relative to budget



# Completing the core forms

- Form C1: itemizes current charges
  - Used for any combo match

[illegible]

# How to Fill Out a Voucher

- Form C2: itemizes expenditures
  - ▣ Used for cash only match

<b>FORM C2: VOUCHER SUPPORT for PROJECTS with CASH EXPENDITURES ONLY</b>						
<i>Use one form for each group of costs with the same eligibility requirements.</i>						
Agreement No.: _____		Recipient: _____		Payment Request No.: _____		Page: _____ of _____
(1) Element No.	(2) Payee	(3) Item	(4) Invoice Number	(5) Date Cost Incurred	(6) Warrant Number (if any)	(7) Amount of Cash Expenditure
<b>TOTALS BY ELEMENT</b>						(8)
						\$ -

# How to Fill Out a Voucher

FORM B1		(page 1): RUNNING BUDGET SUMMARY for PROJECTS with INTERLOCAL COSTS and/or OTHER IN-KIND										
Use one form for each group of costs with the same eligibility requirements.												
Task/Element number		Recipient:		Amounts that appear in "New Cumulative Cost" columns from <u>previous</u> voucher				Payment Request No:		Page: 1 of 3		
FOR PROJECTS WITH MORE THAN ONE GROUP				NTS:		Group No		Fur		Total Project Cost in agreement		
(1) Element No.	Costs Incurred This Request from Form C1			Cumulative Costs From Previous Form B1			New Cumulative Costs				(9) BUDGET	(10) Eligible Cumulative Element Cost
	(2) CASH	(3) IN-KIND		(4) CASH	(5) IN-KIND		(6) CASH	(7) IN-KIND		(8) TOTAL		
		A. Interlocal	B. Other		A. Interlocal	B. Other		A. Interlocal	B. Other			
1							-	-	-	-		-
2							-	-	-	-		-
3							-	-	-	-		-
PROJECT							(11)	(12A)	(12B)	(13)	(14)	
							-	-	-	-	-	-
*** GO TO FORM B1 (Page 2) AND COMPLETE ALL STEPS BEFORE COMPLETING FORM A ***												
Total charges for each task from C form												

*\*Don't forget to calculate the totals of each column*

# How to Fill Out a Voucher

FORM B1		(page 1): RUNNING BUDGET SUMMARY for PROJECTS with INTERLOCAL COSTS and/or OTHER IN-KIND										
Use one form for each group of costs with the same eligibility requirements.												
Agreement No: _____		Recipient: _____				Payment Request No: _____		Page: 1		of 3		
FOR PROJECTS WITH MORE THAN ONE GROUP OF ELIGIBILITY REQUIREMENTS:						Group No _____		Fund Source(s): _____				
(1) Ele- ment No.	Costs Incurred This Request from Form C1			Cumulative Costs From Previous Form B1			New Cumulative Costs				(9) BUDGET	(10) Eligible Cumulative Element Cost
	(2) CASH	(3) IN-KIND		(4) CASH	(5) IN-KIND		(6) CASH	(7) IN-KIND		(8) TOTAL		
		A. Interlocal	B. Other			A. Interlocal		B. Other			A. Interlocal	B. Other
1	<input type="text"/>	<input type="text"/>	<input style="background-color: #d9ead3; border: 1px solid #008000; color: #008000;" type="text" value="+"/>	<input style="background-color: #d9ead3; border: 1px solid #008000; color: #008000;" type="text" value="+"/>	<input style="background-color: #d9ead3; border: 1px solid #008000; color: #008000;" type="text" value="+"/>	<input style="background-color: #d9ead3; border: 1px solid #008000; color: #008000;" type="text" value="="/>	<input style="background-color: #d9ead3; border: 1px solid #008000; color: #008000;" type="text" value="-"/>	<input style="background-color: #d9ead3; border: 1px solid #008000; color: #008000;" type="text" value="-"/>	<input style="background-color: #d9ead3; border: 1px solid #008000; color: #008000;" type="text" value="-"/>	-		-
2	<input type="text"/>	<input type="text"/>	<input style="background-color: #d9ead3; border: 1px solid #0000ff; color: #0000ff;" type="text" value="+"/>	<input style="background-color: #d9ead3; border: 1px solid #0000ff; color: #0000ff;" type="text" value="+"/>	<input style="background-color: #d9ead3; border: 1px solid #0000ff; color: #0000ff;" type="text" value="+"/>	<input style="background-color: #d9ead3; border: 1px solid #0000ff; color: #0000ff;" type="text" value="="/>	<input style="background-color: #d9ead3; border: 1px solid #0000ff; color: #0000ff;" type="text" value="-"/>	<input style="background-color: #d9ead3; border: 1px solid #0000ff; color: #0000ff;" type="text" value="-"/>	<input style="background-color: #d9ead3; border: 1px solid #0000ff; color: #0000ff;" type="text" value="-"/>	-		-
3	<input type="text"/>	<input type="text"/>	<input style="background-color: #d9ead3; border: 1px solid #ffa500; color: #ffa500;" type="text" value="+"/>	<input style="background-color: #d9ead3; border: 1px solid #ffa500; color: #ffa500;" type="text" value="+"/>	<input style="background-color: #d9ead3; border: 1px solid #ffa500; color: #ffa500;" type="text" value="+"/>	<input style="background-color: #d9ead3; border: 1px solid #ffa500; color: #ffa500;" type="text" value="="/>	<input style="background-color: #d9ead3; border: 1px solid #ffa500; color: #ffa500;" type="text" value="-"/>	<input style="background-color: #d9ead3; border: 1px solid #ffa500; color: #ffa500;" type="text" value="-"/>	<input style="background-color: #d9ead3; border: 1px solid #ffa500; color: #ffa500;" type="text" value="-"/>	-		-
PRO- JECT	-	-	-	-	-	-	(11) -	(12A) -	(12B) -	(13) -	-	(14) -
*** GO TO FORM B1 (Page 2) AND COMPLETE ALL STEPS BEFORE COMPLETING FORM A ***												

*\*Don't forget to calculate the totals of each column*

# How to Fill Out a Voucher

FORM B1 (page 1): RUNNING BUDGET SUMMARY for PROJECTS with INTERLOCAL COSTS and/or OTHER IN-KIND												
Use one form for each group of costs with the same eligibility requirements.												
Agreement No: _____			Recipient: _____				Payment Request No: _____			Page: 1 of 3		
FOR PROJECTS WITH MORE THAN ONE GROUP OF ELIGIBILITY REQUIREMENTS:							Group No _____		Fund Source(s): _____			
(1) Element No.	Costs Incurred This Request from Form C1			Cumulative Costs From Previous Form B1			New Cumulative Costs			(9) BUDGET	(10) Eligible Cumulative Element Cost	
	(2) CASH	(3) IN-KIND		(4) CASH	(5) IN-KIND		(6) CASH	(7) IN-KIND				(8) TOTAL
		A. Interlocal	B. Other		A. Interlocal	B. Other		A. Interlocal	B. Other			
1												
2												
3												
PRO-JECT	-	-	-	-	-	-	(11) -	(12A) -	(12B) -	(13) -	-	(14) -

\*\*\* GO TO FORM B1 (Page 2) AND COMPLETE ALL STEPS BEFORE C

Used on B1 Page 2

cash+interlocal+other

Same as column 8\*

*\*Don't forget to calculate the totals of each column*

B1 Page 2

Each grouping builds on the previous to calculate the maximum eligible reimbursement

1. CASH +

2. INTERLOCAL

3. TOTAL

FORM B1 (page 2): COMPUTE ELIGIBLE COSTS and FUND AMOUNTS

Complete Form B1 (page 1) before completing this worksheet.

Agreement Number \_\_\_\_\_ Recipient \_\_\_\_\_ Pay. Request No: \_\_\_\_\_

Page: 2 of 3

1. Enter the cumulative total cash expenditures from box 11, Form B1 (page 1).

\$ -

2. If the terms of the agreement specify that interlocal costs are valid cash match, enter cumulative total interlocal costs from box 12A, Form B1 (page 1).

\$ -

3. Add lines 1 and 2.

\$ -

4. Verify that all match requirements are met.

4(a) Percent of eligible project costs which must be cash: Add the fund shares (%) from all Ecology-administered fund sources which support these costs, and enter as a decimal. NOTE: This should correspond to the sum of the fund shares in line 6(a) below.

75%

4(b) Percent of eligible project costs which must be cash match: Enter the cash match requirement in the agreement as a decimal. If none, enter zero.

0.00%

4(c) Percent of eligible project costs which must be cash or interlocal costs: Add lines 4(a) and 4(b).

75.00%

5. Compute the cumulative costs which are eligible at this point.

5(a) Maximum eligible cumulative costs based on total match requirements: DIVIDE line 1 by line 4(a) and enter the result.

\$ -

5(b) Maximum eligible cumulative costs based on cash match requirements: DIVIDE line 3 by line 4(c) and enter the result.

\$ -

5(c) Maximum eligible cumulative costs based on the budget: Box 14, Form B1.

\$ -

5(d) ELIGIBLE CUMMULATIVE COSTS. This is the amount of the project costs which meet ALL budget and match requirements at this point in the project. Enter the smallest of lines 5(a), 5(b) and 5(c).

\$ -

6. Compute the portion of eligible project costs which can be supported by each fund.

6(a) For each fund source administered by Ecology that supports this group of costs, enter the name of the fund and the fund share (%).	FUND: _____ SHARE: _____	FUND: _____ SHARE: _____
6(b) Compute fund amounts: In each column, multiply line 5(d) by the fund share (%) entered on line 6(a) and enter the result (the fund amount).	\$ -	

81

B1 Page 2

Each grouping builds on the previous to calculate the maximum eligible reimbursement

4(a): ECOLOGY GRANT SHARE

+

4(b): CASH MATCH REQUIRED

4(c): TOTAL

FORM B1 (page 2): COMPUTE ELIGIBLE COSTS and FUND AMOUNTS

Complete Form B1 (page 1) before completing this worksheet.

Agreement Number

Recipient

Pay. Request No:

Page: 2

of 3

1.

Enter the cumulative total cash expenditures from box 11, Form B1 (page 1).

\$ -

2.

If the terms of the agreement specify that interlocal costs are valid cash match, enter cumulative total interlocal costs from box 12A, Form B1 (page 1).

\$ -

3.

Add lines 1 and 2.

\$ -

4.

Verify that all match requirements are met.

4(a)

Percent of eligible project costs which must be cash: Add the fund shares (%) from all Ecology-administered fund sources which support these costs, and enter as a decimal. NOTE: This should correspond to the sum of the fund shares in line 6(a) below.

75%

4(b)

Percent of eligible project costs which must be cash match: Enter the cash match requirement in the agreement as a decimal. If none, enter zero.

0.00%

4(c)

Percent of eligible project costs which must be cash or interlocal costs: Add lines 4(a) and 4(b).

75.00%

5.

Compute the cumulative costs which are eligible at this point.

5(a)

Maximum eligible cumulative costs based on total match requirements: DIVIDE line 1 by line 4(a) and enter the result.

\$ -

5(b)

Maximum eligible cumulative costs based on cash match requirements: DIVIDE line 3 by line 4(c) and enter the result.

\$ -

5(c)

Maximum eligible cumulative costs based on the budget: Box 14, Form B1.

\$ -

5(d)

ELIGIBLE CUMMULATIVE COSTS. This is the amount of the project costs which meet ALL budget and match requirements at this point in the project. Enter the smallest of lines 5(a), 5(b) and 5(c).

\$ -

6.

Compute the portion of eligible project costs which can be supported by each fund.

6(a) For each fund source administered by Ecology that supports this group of costs, enter the name of the fund and the fund share (%).

FUND:

SHARE:

FUND:

SHARE:

6(b) Compute fund amounts: In each column, multiply line 5(d) by the fund share (%) entered on line 6(a) and enter the result (the fund amount).

\$ -



B1 Page 2

Each grouping builds on the previous to calculate the maximum eligible reimbursement

FORM B1 (page 2): COMPUTE ELIGIBLE COSTS and FUND AMOUNTS  
Complete Form B1 (page 1) before completing this worksheet.

Agreement Number \_\_\_\_\_ Recipient \_\_\_\_\_ Pay. Request No: \_\_\_\_\_  
Page: 2 of 3

1.

Enter the cumulative total cash expenditures from **box 11**, Form B1 (page 1).

\$ -

2.

If the terms of the agreement specify that interlocal costs are valid cash match, enter cumulative total interlocal costs from **box 12A**, Form B1 (page 1).

\$ -

3.

Add lines 1 and 2.

\$ -

4.

Verify that all match requirements are met.

4(a)

Percent of eligible project costs which must be cash: Add the fund shares (%) from all Ecology-administered fund sources which support these costs, and enter as a decimal. NOTE: This should correspond to the sum of the fund shares in line 6(a) below.

75%

4(b)

Percent of eligible project costs which must be cash match: Enter the cash match requirement in the agreement as a decimal. If none, enter zero.

0.00%

4(c)

Percent of eligible project costs which must be cash or interlocal costs: Add lines 4(a) and 4(b).

75.00%

5.

Compute the cumulative costs which are eligible at this point.

5(a): CASH ÷ 4a

5(b): (CASH+IL) ÷ 4c

5(c): (CASH+IL+OTHER)

5(d): SMALLEST OF ABOVE

5(a)

Maximum eligible cumulative costs based on total match requirements: **DIVIDE** line 1 by line 4(a) and enter the result.

\$ -

5(b)

Maximum eligible cumulative costs based on cash match requirements: **DIVIDE** line 3 by line 4(c) and enter the result.

\$ -

5(c)

Maximum eligible cumulative costs based on the budget: **Box 14**, Form B1.

\$ -

5(d)

**ELIGIBLE CUMMULATIVE COSTS.** This is the amount of the project costs which meet ALL budget and match requirements at this point in the project. Enter the smallest of lines 5(a), 5(b) and 5(c).

\$ -

6. Compute the portion of eligible project costs which can be supported by each fund.

6(a) For each fund source administered by Ecology that supports this group of costs, enter the name of the fund and the fund share (%).	FUND: _____ SHARE: _____	FUND: _____ SHARE: _____
6(b) <b>Compute fund amounts:</b> In each column, multiply line 5(d) by the fund share (%) entered on line 6(a) and enter the result (the fund amount).	\$ -	


6(b): 5(d) × 4(a)



# How to Fill Out a Voucher


<b>FORM B2: RUNNING BUDGET SUMMARY for PROJECTS with CASH EXPENDITURES ONLY</b>							
<i>Use one form for each group of costs with the same eligibility requirements.</i>							
Agreement No.: _____		Recipient: _____		Payment Request No.: _____		Page: ____ of ____	
FOR PROJECTS WITH MORE THAN ONE GROUP OF ELIGIBILITY REQUIREMENTS: Group No.: ____ Fund Source(s): _____							
(1) Element No.	(2) Cash Expenditures This Request	(See instructions)		(5) Cumulative Cash Expenditures on Prev. Form B2	(6) New Cumulative Cash Expenditures	(7) Budget	(8) Eligible Cumulative Element Cost
		(3) Elig. %	(4) Elig. Am't				
			-		-		-
			-		-		-
			-		-		-
			-		-		-
			-		-		-
			-		-		-
			-		-		-
			-		-		-
			-		-		-
			-		-		-
	\$0.00	■ ■ ■ ■ ■		-	-		(9) -
(10) For each fund administered by Ecology that supports this group of costs, enter the name of the fund and the fund share (%) at right.				Fund: _____	Fund: _____	Fund: _____	
(11) Compute fund amounts. In each column, multiply box 9 above by the fund share (%)				Share: %	Share: %	Share: %	

ECY 060-07 (6/95)




# How to Fill Out a Voucher

These items stay the same: Lines 1, 2, 4, 7, 9, and 10

<p>Form <b>A-19-1A</b> (Rev. 10/00)  ECY 060-02</p>		<p>State of Washington  <b>INVOICE VOUCHER</b></p>	<p>Form A</p>	<p><b>AGENCY USE ONLY</b></p>		
				<p>AGENCY NO.</p>	<p>LOCATION CODE</p>	<p>P.R. OR AUTH NO.</p>
<p><b>AGENCY NAME</b></p>				<p>3. Payment Request No.</p>		
<p>1. Proj. Off. _____ Program: <u>WQ</u></p>				<p>4. Agreement No. _____</p>		
<p>Washington State Department of Ecology P.O. Box 47600, Olympia, WA 98504-7600</p>				<p>Vendor's Certificate. I hereby certify under penalty of perjury that the items and totals listed herein are proper charges for materials, merchandise or services furnished to the State of Washington, and that all goods furnished and/or services rendered have been provided without discrimination because of age, sex, marital status, race, creed, color, national origin, handicap, religion, or Vietnam era or disabled veterans status.</p>		
<p>2. Grant/Loan/ Recipient (Warrant is to be payable to:)</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>						
<p>Federal ID No: _____</p>						
<p>7 Effect. Date _____ Expir. Date _____</p>						
<p>8 Billing Period from _____ to _____</p>				<p>5. By: _____ (sign in blue ink)</p>		
<p>9 Fund Source Name _____</p>				<p>Title _____ Date _____</p>		
<p>10 Amount of Grant/Loan from Fund _____</p>				<p>6. _____ Tel. No. _____</p>		
<p>11 Cumulative Amount Requested _____</p>				<p>Received by _____ Date Received _____</p>		
<p>12 Previous Cumulative Amount Requested _____</p>				<p><b>Project Officer Approval for Payment/Performance Certification</b> Date: _____</p>		
<p>13 Current Request/Payment Due _____</p>						
<p>14 Grant/Loan Remaining in the fund \$ -</p>						

# How to Fill Out a Voucher

<p>Form <b>A-19-1A</b> (Rev. 10/00) ECY 060-02</p> <p style="text-align: center;"></p> <p style="text-align: center;">State of Washington <b>INVOICE VOUCHER</b></p>	Form A	<p style="text-align: center;"><b>AGENCY USE ONLY</b></p> <table style="width: 100%;"> <tr> <td style="width: 50%;">AGENCY NO.</td> <td style="width: 50%;">LOCATION CODE</td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> </table> <p>3. Payment Request No. <span style="border: 1px solid red; padding: 2px 10px;"> </span></p> <p>4. Agreement No. <span style="border: 1px solid red; padding: 2px 10px;"> </span></p> <div style="border: 1px solid red; padding: 5px; margin: 5px 0;"> <p>Vendor's Certificate. I hereby certify under penalty of perjury that the items and totals listed herein are proper charges for materials, merchandise or services furnished to the State of Washington, and that all goods furnished and/or services rendered have been provided without discrimination because of age, sex, marital status, race, creed, color, national origin, handicap, religion, or Vietnam era or disabled veterans status.</p> </div> <p>5. By <span style="border: 1px solid red; padding: 5px 50px;"> </span> (sign in blue ink)</p> <p>Title _____ Date _____</p> <p>6. _____ Tel. No. _____</p> <p>Received by _____ Date Received _____</p>	AGENCY NO.	LOCATION CODE																						
AGENCY NO.	LOCATION CODE																									
<p style="text-align: center;"><b>AGENCY NAME</b></p> <p>1. Proj. Off. _____ Program: <u>WQFAP</u></p> <p style="margin-left: 40px;">Washington State Department of Ecology P.O. Box 47600, Olympia, WA 98504-7600</p> <p>2. Grant/Loan/ Recipient (Warrant is to be payable to:)</p> <p style="height: 100px; margin-top: 10px;"></p> <p>Federal ID No: _____</p>		<p>Project Officer Approval for Payment/Performance Certification</p> <p>Date: _____</p>																								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%; text-align: center;">7</td> <td style="width: 45%;">Effect. Date</td> <td style="width: 50%;">Expir. Date</td> </tr> <tr> <td style="text-align: center;">8</td> <td>Billing Period from</td> <td>to</td> </tr> <tr> <td style="text-align: center;">9</td> <td colspan="2">Fund Source Name</td> </tr> <tr> <td style="text-align: center;">10</td> <td colspan="2">Amount of Grant/Loan from Fund</td> </tr> <tr> <td style="text-align: center;">11</td> <td colspan="2">Cumulative Amount Requested</td> </tr> <tr> <td style="text-align: center;">12</td> <td colspan="2">Previous Cumulative Amount Requested</td> </tr> <tr> <td style="text-align: center;">13</td> <td colspan="2">Current Request/Payment Due</td> </tr> <tr> <td style="text-align: center;">14</td> <td>Grant/Loan Remaining in the fund</td> <td>\$ -</td> </tr> </table>		7	Effect. Date	Expir. Date	8	Billing Period from	to	9	Fund Source Name		10	Amount of Grant/Loan from Fund		11	Cumulative Amount Requested		12	Previous Cumulative Amount Requested		13	Current Request/Payment Due		14	Grant/Loan Remaining in the fund	\$ -	<div style="border: 1px solid red; padding: 5px; margin: 5px 0;"> <p>Vendor's certificate must be up-to-date</p> </div> <div style="border: 1px solid red; padding: 5px; margin: 5px 0;"> <p>Original signature in BLUE ink.</p> </div> <div style="border: 1px solid red; padding: 5px; margin: 5px 0;"> <p>From B1 Page 2</p> </div> <div style="border: 1px solid red; padding: 5px; margin: 5px 0;"> <p>Line 11 from prev. voucher's A-19</p> </div> <div style="border: 1px solid red; padding: 5px; margin: 5px 0;"> <p>= Line 11 - Line 12</p> </div> <div style="border: 1px solid red; padding: 5px; margin: 5px 0;"> <p>= Line 10-Line 11</p> </div>
7	Effect. Date	Expir. Date																								
8	Billing Period from	to																								
9	Fund Source Name																									
10	Amount of Grant/Loan from Fund																									
11	Cumulative Amount Requested																									
12	Previous Cumulative Amount Requested																									
13	Current Request/Payment Due																									
14	Grant/Loan Remaining in the fund	\$ -																								

# Voucher Examples

- *1 – Match Requirement Exceeded*
- *2 – Match Requirement Not Met*
- *3 – Catching up on Match Previously Not Met*

# Voucher Example 1

Match requirement is  
exceeded



# Voucher Example 1

## □ Scenario:

▣ Cash: \$100

▣ In-Kind: \$40

### ***C1 FORM***

(1) Ele- ment No.	(2) Payee or Contributor	(3) Item	(4) Invoice Number	(5) Date Cost Incurred or Contributed	(6) Warrant Number (if any)	AMOUNT		
						(7) CASH	(8) IN-KIND	
							A. Interlocal Costs	B. Other
1	Watershed CD	Administration		April 08		\$100.00		
2	Verona County	Technical Assistance		April 08			\$10.00	
3	Mike Ripple	Stream Team Vol.: 2 hrs		4/23/08				\$30

### ***B1 FORM, Page 1***

(1) Ele- ment No.	Costs Incurred This Request from Form C1			Cumulative Costs From Previous Form B1			New Cumulative Costs				(9) BUDGET	(10) Eligible Cumulative Element Cost
	(2) CASH	(3) IN-KIND		(4) CASH	(5) IN-KIND		(6) CASH	(7) IN-KIND		(8) TOTAL		
		A. Interlocal	B. Other		A. Interlocal	B. Other		A. Interlocal	B. Other			
1	100.00						100.00	-	-	100.00	700.00	100.00
2		10.00					-	10.00	-	10.00	150.00	10.00
3			30.00				-	-	30.00	30.00	150.00	30.00
PRO- JECT	100.00	10.00	30.00	-	-	-	(11) 100.00	(12A) 10.00	(12B) 30.00	(13) 140.00	1,000.00	(14) 140.00

The B1 Page 2 form does the math to determine the appropriate match combination

B1 Page 2

1. CASH+	\$ 100.00
2. INTERLOCAL	\$ 10.00
3. TOTAL	\$ 110.00
4a. ECOLOGY GRANT SHARE	75%
+	
4b. CASH MATCH REQUIREMENT	0.00%
4a. TOTAL	75.00%
5a. CASH ÷ 4a	\$ 133.33
5b. (CASH+INTERLOCAL) ÷ 4c	\$ 146.67
5c. (CASH+INTERLOCAL+OTHER)	\$ 140.00
5d. SMALLEST OF ABOVE	\$ 133.33

Amount of eligible project costs which can be supported by each fund.

Entered by	FUND: CCWF	FUND:
Costs, enter	SHARE: 75%	SHARE:
Share (%).		
Each column,	\$ 100.00	
Entered on line 6(a)		

B1 FORM, Page 1

New Cumulative Costs				(9) BUDGET	(10) Eligible Cumulative Element Cost
(6) CASH	(7) IN-KIND		(8) TOTAL		
	A. Interlocal	B. Other			
100.00	-	-	100.00	700.00	100.00
-	10.00	-	10.00	150.00	10.00
-	-	30.00	30.00	150.00	30.00
(11) 100.00	(12A) 10.00	(12B) 30.00	(13) 140.00	1,000.00	(14) 140.00

A-19 FORM

Amount of Grant/Loan from Fund	\$ 750.00
Cumulative Amount Requested	\$ 100.00
Previous Cumulative Amount Requested	\$ -
Current Request/Payment Due	\$ 100.00
Grant/Loan Remaining in the fund	\$ 650.00

= (5d.x75%):  
Amount reimbursed

# Voucher Example 1

## □ Algebraic Equation:

If  $x$  = total expenditures needed to get full cash reimbursement, then

$$\text{Cash} = 75\% * x$$

$$\text{\$100} = .75 * x$$

$$\text{\$100}/.75 = x$$

$$x = \$133$$

$$\$133.33 - \text{\$100} = \$33.33$$

- To receive **\\$100** in reimbursement, recipient needs \$33 in non-cash match.



# Voucher Example 2

Match requirement not met



# Voucher Example 2

## Scenario

■ Cash : \$300

■ In-Kind: \$75

### C1 FORM

(1) Ele- ment No.	(2) Payee or Contributor	(3) Item	(4) Date Contributed	AMOUNT		
				(7) CASH	(8) IN-KIND	
					A. Interlocal Costs	B. Other
1	Watershed CD	Administration		300		
2	Watershed County offices	photocopies			15	
3	Ruby Sue	Stream Team Vol. - 4 hrs				\$60
				(9) \$ 300.00	(10A) \$ 15.00	(10B) \$ 60.00

### B1 FORM, Page 1

(1) Ele- ment No.	Costs Incurred This Request from Form C1			Cumulative Costs From Previous Form B1			New Cumulative Costs				(9) BUDGET	(10) Eligible Cumulative Element Cost
	(2) CASH	(3) IN-KIND		(4) CASH	(5) IN-KIND		(6) CASH	(7) IN-KIND		(8) TOTAL		
		A. Interlocal	B. Other		A. Interlocal	B. Other		A. Interlocal	B. Other			
1	300.00			100.00			400.00	-	-	400.00	700.00	400.00
2		15.00			10.00		-	25.00	-	25.00	150.00	25.00
3			60.00			30.00	-	-	90.00	90.00	150.00	90.00
PRO- JECT	300.00	15.00	60.00	100.00	10.00	30.00	(11) 400.00	(12A) 25.00	(12B) 90.00	(13) 515.00	1,000.00	(14) 515.00

B1 Page 2

1. CASH +	\$ 400.00
2. INTERLOCAL	\$ 25.00
3. TOTAL	\$ 425.00
<hr/>	
4a. ECOLOGY GRANT SHARE	75%
+	
4b. CASH MATCH REQUIREMENT	0.00%
4a. TOTAL	75.00%
<hr/>	
5a. CASH ÷ 4a	\$ 533.33
5b. (CASH+INTERLOCAL) ÷ 4c	\$ 566.67
5c. Box 13: (CASH+INTERLOCAL+OTHER)	\$ 515.00
5d. SMALLEST OF ABOVE	\$ 515.00

of eligible project costs which can be supported by each fund.

ministered by up of costs, enter fund share (%).	FUND: CCWF	FUND:
	SHARE: 75%	SHARE:
In each column, e (%) entered on line 6(a) punt).	\$ 386.25	

B1 FORM, Page 1

New Cumulative Costs				(9) BUDGET	(10) Eligible Cumulative Element Cost
(6) CASH	(7) IN-KIND		(8) TOTAL		
	A. Interlocal	B. Other			
400.00	-	-	400.00	700.00	400.00
-	25.00	-	25.00	150.00	25.00
-	-	90.00	90.00	150.00	90.00
(11) 400.00	(12A) 25.00	(12B) 90.00	(13) 515.00	1,000.00	(14) 515.00

A-19 FORM

Amount of Grant/Loan from Fund	\$ 750.00
Cumulative Amount Requested	\$ 386.25
Previous Cumulative Amount Requested	\$ 105.00
Current Request/Payment Due	\$ 281.25
Grant/Loan Remaining in the fund	\$ 363.75

# Voucher Example 2

- Algebraic Equation (again)

If  $x$  = total expenditures needed to get full cash reimbursement, then

$$\text{Cash} = 75\% * x$$

$$\text{\$400} = .75 * x$$

$$x = \$533.33$$

$$\$533.33 - \text{\$400} = \$133.33$$

- To be reimbursed for **\\$400** in cash expenses, recipient needed \$133.33 of in-kind match .

# Voucher Example 2

## □ Result:

- ▣ Cumulative cash spent: \$400

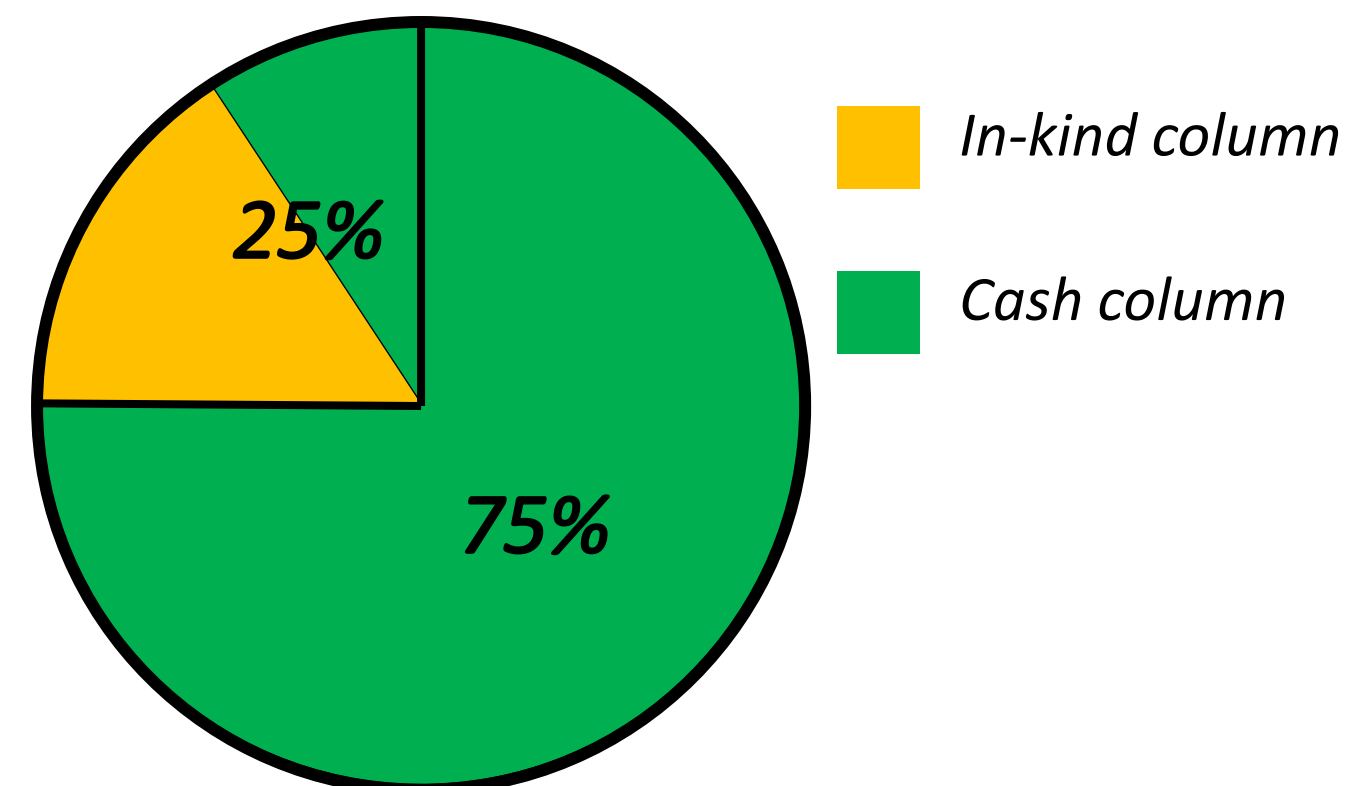
- ▣ In-kind match: \$115: wasn't enough to get full reimbursement of cash

Therefore:

- ▣ \$13.75 of cash is counted as match: ( $\$400 - \$386.25$ )

- Not enough in-kind match to be reimbursed 100% cash spent.

- Form B1 / B2 use cumulative amount spent to determine the amount that is reimbursed.



# Voucher Example 3

Catching up on Match  
Previously Not Met



# Voucher Example 3

- Scenario:
  - ▣ Cash: \$100
  - ▣ In-Kind: \$130
- Large in-kind contribution on this voucher:
  - ▣ Makes-up for difference on previous voucher
  - ▣ Meets the match requirement for current voucher.

# Voucher Example 3

## C1 FORM

(1) Ele- ment No.	(2) Payee or Contributor	(3) Item	(4) Date Contributed	AMOUNT		
				(7) CASH	(8) IN-KIND	
					A. Interlocal Costs	B. Other
1	Watershed CD	Administration		\$ 100.00		
2	Verona County	Technical Assistance			\$ 100.00	
3	Watershed CD	Stream Team Volun				\$ 30.00
				(9)	(10A)	(10B)
				\$ 100.00	\$ 100.00	\$ 30.00

## B1 FORM, Page 1

(1) Ele- ment No.	Costs Incurred This Request from Form C1			Cumulative Costs From Previous Form B1			New Cumulative Costs				(9) BUDGET	(10) Eligible Cumulative Element Cost
	(2) CASH	(3) IN-KIND		(4) CASH	(5) IN-KIND		(6) CASH	(7) IN-KIND		(8) TOTAL		
		A. Interlocal	B. Other		A. Interlocal	B. Other		A. Interlocal	B. Other			
1	100.00			400.00			500.00	-	-	500.00	700.00	500.00
2		100.00			25.00		-	125.00	-	125.00	150.00	125.00
3			30.00			90.00	-	-	120.00	120.00	150.00	120.00
PRO- JECT	100.00	100.00	30.00	400.00	25.00	90.00	(11) 500.00	(12A) 125.00	(12B) 120.00	(13) 745.00	1,000.00	(14) 745.00



B1 FORM, PAGE

1. CASH +	500.00
2. INTERLOCAL	125.00
3. TOTAL	625.00
<hr/>	
4a. ECOLOGY GRANT SHARE	75%
+	
4b. CASH MATCH REQUIREMENT	0.00%
4a. TOTAL	75.00%
<hr/>	
5a. CASH ÷ 4a	666.67
5b. (CASH+INTERLOCAL) ÷ 4c	833.33
5c. Box 13: CASH+INTERLOCAL+OTHER	745.00
5d. SMALLEST OF ABOVE	666.67

portion of eligible project costs which can be supported by each fund.

ce administered by	FUND: CCWF	FUND:
his group of costs, enter		
nd the fund share (%).	SHARE: 75%	SHARE:
ounts: In each column,		
nd share (%) entered on line 6(a)	\$ 500.00	
nd amount).		

B1 FORM, Page 1

New Cumulative Costs				(9) BUDGET	(10) Eligible Cumulative Element Cost
(6) CASH	(7) IN-KIND		(8) TOTAL		
	A. Interlocal	B. Other			
500.00	-	-	500.00	700.00	500.00
-	125.00	-	125.00	150.00	125.00
-	-	120.00	120.00	150.00	120.00
(11) 500.00	(12A) 125.00	(12B) 120.00	(13) 745.00	1,000.00	(14) 745.00

A-19 FORM

Fund Source Name	CCWF
Amount of Grant/Loan from Fund	\$ 750.00
Cumulative Amount Requested	\$ 500.00
Previous Cumulative Amount Requested	\$ 270.00
Current Request/Payment Due	\$ 230.00

# Voucher Example 3

- Algebraic Equation (for the last time)

If  $x$  = total expenditures needed to get full cash reimbursement, then

$$\text{Cash} = 75\% * x$$

$$\text{\$500} = .75 * x$$

$$x = \$666.67$$

$$\$666.67 - \text{\$500} = \$166.67$$

- To get full reimbursement of cumulative cash spent (**\\$500**), recipient needed at least \$166.67 of non-cash match. In this example, \$245 of non-cash match was provided.

# If you get lost on your own...

- Please contact your Project and Financial Managers, we're here to help you!

